

11-28-1994

Resolution on the Designation of Chairpersons

The College at Brockport, College Senate

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Resolution # 5 1994-95

TO: President John E. Van de Wetering
FROM: The Faculty Senate Meeting on (Date) November 28, 1994
RE: I. Formal Resolution (Act of Determination)
II. Recommendation (Urging the fitness of)
III. Other (Notice, Request, Report, etc.)
For your information

SUBJECT: Resolution On The Designation of Chairpersons

Signed *Reg. M. Allen* Date Sent December 2, 1994
(For the Senate)

TO: The Faculty Senate
FROM: President John E. Van de Wetering
RE: I. Decision and Action Taken on Formal Resolution
a. Accepted. Effective Date *Immediately*
b. Deferred for discussion with the Faculty Senate
on _____
c. Unacceptable for the reasons contained in the
attached explanation

II, III.

- a. Received and acknowledged
- b. Comment:

DISTRIBUTION: *(see attached list)*

Distribution Date *12/5/94* Signed: *[Signature]*
(President of the College)

RECOMMENDATIONS
ON THE
DESIGNATION OF CHAIRPERSONS

NOTE: The following recommendations constitute proposed revisions of section 122.08 of the Faculty Handbook.

122.08 DESIGNATION OF THE CHAIRPERSON

1. Designation of a new chairperson from outside the College or the unit

The process of searching for and designating a new chairperson from outside the College or unit is clearly delineated in the Affirmative Action Search Procedures (1991). Please refer to this document.

2. Designation of a chairperson from inside the unit

- A. The academic vice president, in late August, will submit to the appropriate dean a list of chairpersons, directors and coordinators (all will be referred to hereafter as "chairperson(s)") of programs whose terms end during the academic year. The academic vice president will send a letter to the Faculty Senate no later than October 1 identifying the appropriate dean or designee in charge of the designation process and requesting that a Faculty Senate observer/consultant be appointed. Copies of this letter will be sent to the chairperson, the dean, the Office of Faculty/Staff Relations and all departmental members.
- B. The chairperson of the Faculty Senate Appointments and Elections Committee should appoint a Faculty Senate observer/consultant for participation in the department's designation process at least ten business days prior to the first scheduled meeting. The Faculty Senate o/c shall be present at all meetings which relate to the designation of the department chairperson.
- C. The dean or designee will charge the departmental APT Committee (or the department when no APT Committee exists) for the purpose of beginning the designation process.
- D. The department will either elect a designation committee or resolve to establish itself as a committee-of-the-whole, hereafter referred to as "designation committee". In either case, a recommendation will go to the dean following a vote from the entire department.
- E. The chairperson of the departmental APT Committee will chair the designation committee, or if no APT committee exists, the department will elect a designation committee chair.

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- F. Student representation is in accordance with Resolution #3, 1979-80, Policy for Student Involvement in Governance of Academic Department and Programs. Per SUNY Brockport Affirmative Action Guidelines/Search Procedures, #4, search committees normally have one student representative. Student participation is encouraged.
- G. The designation committee is charged with the following responsibilities:
1. Establishing procedures for the designation process, normally including but not limited to the following list:
 - a. prepare a committee timeline, including meeting dates and deadlines
 - b. elect a recorder for all meetings related to the designation
 - c. prepare interview questions
 - d. determine what supporting documents will be required from applicants
 - e. prepare rating and criteria sheets
 - f. determine the maximum number of candidates to be recommended for chairperson
 - g. establish voting procedures, including how many positive votes will be required for recommendation
 - h. determine the level of participation of the department when the designation committee is not a departmental committee-of-the-whole, unless already established by departmental constitution or by-laws
 - i. determine the level of participation of declared candidates in the designation procedure
 - j. make accommodation for departmental members who cannot be present at meetings due to sabbatical, illness, etc. A reasonable and timely effort must be made to include members in related procedures by communicating through mail, telephone, etc.

It should be noted that minimum areas of performance for department chairpersons are to be found in the Faculty Handbook.

2. The committee will send its procedures, in writing, to the Affirmative Action Office for approval before any further progress is made in the designation process. After approval by the Affirmative Action Office, the procedures will be made available to all departmental members.
3. Votes or ballots for recommendation will be distributed, collected and tabulated by the Faculty Senate o/c, who will announce the results.

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4. Following its deliberations, the recommendation, vote and rationale from the designation committee, along with the departmental vote count (when the designation committee is not a committee-of-the-whole), will be sent to the dean as soon as the process is completed. If the dean, designation committee chair, designation committee or department deem necessary, a meeting of the dean and the department, or its designee(s) will take place to discuss any recommendation before it is forwarded to the academic vice president. When there is not consensus regarding a recommendation, all names will be put forth for recommendation. In any case, the dean will forward the recommendation(s) to the academic vice president.
5. The College President will give notice of appointment to the academic vice president, dean, department chairperson, designation committee chair, Faculty Senate president and the chair of the Faculty Senate Appointments and Elections Committee. **ONLY the College President is authorized to make College personnel appointments.**

The designation committee will remain convened until an appointment is made.

Faculty Senate Appointments and Elections Committee
November, 1994

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